Ontario
Ministry of
Community and
Social Services

March 1983

Glossary of Data Definitions for the Minimum Data Specifications

Children's Aid Societies and Family and Children's Services Agencies

GLOSSARY OF DATA DEFINITIONS
FOR THE
MINIMUM DATA SPECIFICATIONS
CHILDREN'S AID SOCIETIES
AND
FAMILY AND CHILDREN'S SERVICES AGENCIES

Ministry of Community and Social Services,
Management Information Systems Branch
and
The Ontario Association of Children's Aid Societies

Consultant to Project
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March, 1983

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INTRODUCTION

The "Glossary of Data Definitions" is a companion document to the Minimum Data Specifications. It contains detailed explanations or instructions regarding each data element that is mentioned in the Minimum Data Specifications.

Most of the data elements found in the Glossary are quite specific to Children's Aid Societies and the requirements of those agencies. Wherever possible, however, the Ministry-wide standard definition for children's services is used.

The Glossary is organized in alphabetical order for ease of reference. To find a definition, refer to the element in the Minimum Data Specifications that you wish to review. In the Table of Contents of the Glossary, find the major section where the element is located using the first word of the definition (i.e. abuse child, resource, etc.). Turn to the page number listed in the table of contents and find the element in question by locating it alphabetically within that section.

Each definition contains:

a) the element name
b) a description
c) the size, type of units (i.e. numeric, alphanumeric) and/or format of the element
d) an example, if applicable
e) the categories that are part of the definition, if applicable (i.e. categories for referral source, race, service types, etc.)

ELEMENT NAME: ABUSE CASE DISPOSITION

DESCRIPTION: A narrative explaining the outcome of the case including specifics of the sentence if applicable.

UNITS: 6 lines of text

ELEMENT NAME: ABUSE CAUSATIVE FACTORS - CHILD

DESCRIPTION: A selection of elements relating to the child that may have contributed to the reason for the abuse. Each element is rated at its present level of condition which includes slight deterioration, significant deterioration, slight improvement, significant improvement and unchanged.

UNITS: 1 character

CATEGORIES:
unwanted child
premature child
handicapped child
behavioral problems
other

ELEMENT NAME: ABUSE CAUSATIVE FACTORS - ENVIRONMENT

DESCRIPTION: A list of family problems relating to the cause of the abuse. Each factor is rated as to its present level of condition which includes slight deterioration, significant deterioration, slight improvement, significant improvement and unchanged.

UNITS: 1 character

CATEGORIES: housing
unemployment
finances
social isolation
other

ELEMENT NAME: ABUSE CAUSATIVE FACTORS - PARENT

DESCRIPTION: A series of problems, relating to the parent, that may have contributed to the reason the abuse occurred. Each problem is rated by its present level of condition which includes slight deterioration, significant deterioration, slight improvement, significant improvement or unchanged.

UNITS: 1 character

CATEGORIES:

heavy child care responsibilities
lack of support system
marital difficulties
lack of knowledge of child care
physical violence
different cultural/religious norms
alcohol/drug abuse
physical/mental illness
personality disorder
intellectual limitations
abused in childhood
emotionally deprived in childhood
other

ELEMENT NAME: ABUSE DATE

DESCRIPTION: The date on which the reported incident of abuse occurred.

FORMAT AND UNITS: dd(day)/mm(month)/yy(year)
6 digits

ELEMENT NAME: ABUSE DATE UNKNOWN

DESCRIPTION: An indicator denoting that an abuse incident date is not available.

UNITS: 1 character

ELEMENT NAME: ABUSE INDICATIONS

DESCRIPTION: A series of tick-box indicators denoting the types of abuse that may apply. Each abuse type is rated as being either mild, moderate or severe.

UNITS: 1 character

CATEGORIES:
abrasions
welts
cuts
bruises
fractures
poisoning
burns
malnutrition
mental ill health
emotional disturbance
sexual molestation
other
no visible injuries
fatal injury

ELEMENT NAME: ABUSE NARRATIVE

DESCRIPTION: A paragraph elaborating an any information that may apply to this case that has not already been included.

UNITS: 15 lines of text

ELEMENT NAME: ABUSE PLACE

DESCRIPTION: An indicator denoting whether the abuse took place in the child's home or elsewhere. If elsewhere, the location is specified.

UNITS: 1 character

ELEMENT NAME: ABUSE - POLICE INVOLVEMENT

DESCRIPTION: An indicator denoting whether the police were called in to investigate the alleged incident of abuse.

UNITS: 1 character

CATEGORIES:
none
informal contact
joint investigation with C.A.S.
police investigation
charges laid
charges pending

ELEMENT NAME: ABUSE PREVIOUS DATE

DESCRIPTION: If any other report of abuse of this child has been made, either to this agency or another agency, the date is noted. The date is also highlighted as to whether the last reported incident was before the Child Abuse Register came into effect or after (June 15, 1979).

FORMAT AND UNITS: dd(day) / mm(month) / yy(year)
6 digits

ELEMENT NAME: ABUSE PREVIOUS INDICATOR

DESCRIPTION: An indicator denoting whether there had been any previously reported incident of abuse involving this child.

UNITS: 1 character

CATEGORIES: by this Society
by another Society (specify)

ELEMENT NAME: ABUSE REPORT DATE

DESCRIPTION: The date on which the abuse was reported to the Children's Aid Society.

FORMAT AND UNITS: dd(day)/mm(month)/yy(year)
6 digits

ELEMENT NAME: ABUSE REPORT SOURCE

DESCRIPTION: The general category of individual who reported the abuse to the Children's Aid Society.

UNITS: 1 character

CATEGORIES:
victim
parent
relative
neighbour/friend
professional (specify)
other (specify)

ELEMENT NAME: ABUSER ADDRESS

DESCRIPTION: The mailing address of the alleged or accused abuser.

FORMAT AND UNITS:

street number and name	20 characters
apt # or p.o. box #	10 characters
city or town	15 characters
province	15 characters
postal code	6 characters

ELEMENT NAME: ABUSER ALIAS

DESCRIPTION: Any other names by which the alleged abuser may also be known

UNITS: 20 characters

ELEMENT NAME: ABUSER BIRTHDATE

DESCRIPTION: The date of birth (or approximate age) of the alleged abuser.

FORMAT AND UNITS: dd(day)/mm(month)/yy(year)
6 digits

ELEMENT NAME: ABUSER NAME

DESCRIPTION: The full name(s) of the person(s) alleged to have committed this incident of abuse.

FORMAT AND UNITS:

surname	20 characters
given name(s)	15 characters
initials	2 characters

ELEMENT NAME: ABUSER NOTIFIED OF REPORT

DESCRIPTION: An indicator denoting whether the alleged abuser was notified of a report being made to the Child Abuse Register.

UNITS: 1 character

CATEGORIES:

Registry	not informed (please elaborate)
Register	

ELEMENT NAME: ABUSER RELATIONSHIP TO CHILD

DESCRIPTION: A indicator denoting the connection between the abuser and the child.

UNITS: 1 character

CATEGORIES:	father	mother	common-law parent
	stepfather	stepmother	grandparent
	foster	foster mother	sibling
	uncle	aunt	other specify

ELEMENT NAME: ABUSER SEX

DESCRIPTION: An indicator denoting whether the alleged abuse is male or female.

UNITS: 1 character

EXAMPLE: m - male
f - female

ELEMENT NAME: ADOPTION APPLICATIONS LAST QUARTER

DESCRIPTION: On the CAS Quarterly Report, the number of applications to adopt a child that were received but not yet processed from the previous quarter.

UNITS: 4 characters

ELEMENT NAME: ADOPTION APPLICATIONS RECEIVED

DESCRIPTION: On the CAS Quarterly Report, the total number of applications to adopt a child that were received during the reporting quarter.

UNITS: 4 characters

ELEMENT NAME: ADOPTION APPLICATIONS REJECTED

DESCRIPTION: On the CAS Quarterly Report, the number of applications to adopt a child that were rejected or withdrawn during the reporting quarter.

UNITS: 4 characters

ELEMENT NAME: ADOPTION BREAKDOWN REASON

DESCRIPTION: A narrative describing the reasons why the adoption failed.

UNITS: 4 lines of text

ELEMENT NAME: ADOPTION BREAKDOWN - REMOVAL INITIATED BY

DESCRIPTION: An indicator denoting which person or persons requested the removal of the child from the adoption home.

UNITS: 3 characters

CATEGORIES:
husband
wife
both
child
Society

ELEMENT NAME: ADOPTION HOMES FILLED

DESCRIPTION: For the CAS Quarterly Report, the number of adoption homes that had a child placed with them or were rejected during the reporting quarter.

UNITS: 4 characters

ELEMENT NAME: ADOPTION HOMES LAST QUARTER

DESCRIPTION: On the CAS Quarterly Report, the total number of available adoption homes as of the end of the previous quarter.

UNITS: 4 characters

ELEMENT NAME: ADOPTION INTER-SOCIETY PLACEMENT

DESCRIPTION: A yes or no indicator denoting whether this adoption placement was arranged between two co-operating societies.

UNITS: 1 character

ELEMENT NAME: ADOPTION INTERVIEWS - POST PLACEMENT

DESCRIPTION: The number of interviews conducted with:

husband
wife
joint
child

after the adoption placement occurred.

UNITS: 2 digits

ELEMENT NAME: ADOPTION INTERVIEWS - PRE PLACEMENT

DESCRIPTION: The number of interviews conducted with:

husband
wife
joint
child
before the adoption placement occurred.

UNITS: 2 digits

ELEMENT NAME: ADOPTION PLACEMENT DATE

DESCRIPTION: The date on which the child was placed with the prospective adoptive parents.

FORMAT AND UNITS: dd(day)/mm(month)/yy(year)
6 digits

ELEMENT NAME: ADOPTION PROBATION - PREVIOUS

DESCRIPTION: A yes or no indicator denoting whether the child had ever been placed with a family for the purposes of adoption before.

UNITS: 1 character

ELEMENT NAME: ADOPTION REASON

DESCRIPTION: The reasons that prompted the adoptive applicants to become interested in adopting a child.

UNITS: 1 character

CATEGORIES:

- classified advertising
- radio
- television
- press
- friends
- neighbours
- relatives
- experience as foster parents to a child adopted
- general experience as foster parents
- others (please specify)

ELEMENT NAME: ADOPTION SPECIAL RESOURCES

DESCRIPTION: Any special resources such as adoption group meetings, adoption resource exchange or others that were used by the Children's Aid Society in making the adoption placement.

UNITS: 3 lines of text

ELEMENT NAME: ADOPTION VISITS

DESCRIPTION: The number of visits:
applicant to child
child to applicant
that were conducted prior to the placement of the child with the family.

UNITS: 2 digits

ELEMENT NAME: ADOPTIVE APPLICANT ADDRESS

DESCRIPTION: The mailing address of the adoptive parents or of the prospective adoptive applicants.

FORMAT AND UNITS:

street number and name	20 characters
apt # or p.o. box #	10 characters
city or town	15 characters
province	15 characters
postal code	6 characters

ELEMENT NAME: ADOPTIVE APPLICANT AGE

DESCRIPTION: The age of both the adopting mother and father.

UNITS: 2 digits

ELEMENT NAME: ADOPTIVE APPLICANT EDUCATION

DESCRIPTION: The highest level of education completed by the adopting mother and father.

UNITS: 1 character

CATEGORIES:
public school
secondary school - 4 year
secondary school - 5 year
university

ELEMENT NAME: ADOPTIVE APPLICANT INCOME

DESCRIPTION: The weekly, monthly or annual income of the prospective adoptive applicants.

FORMAT AND UNITS: $99999.99
7 digits

ELEMENT NAME: ADOPTIVE APPLICANT MARITAL STATUS

DESCRIPTION: The current marital status of the person or persons who are adopting a child.

UNITS: 10 characters

CATEGORIES:

married	widower
unmarried	separated
widow	divorced

ELEMENT NAME: ADOPTIVE APPLICANT MARRIAGE DATE

DESCRIPTION: The date on which the prospective adoptive applicants were married.

FORMAT AND UNITS: dd(day)/mm(month)/yy(year)
6 digits

ELEMENT NAME: ADOPTIVE APPLICANT NAME

DESCRIPTION: The full name of the adopting mother and father.

FORMAT AND UNITS:

surname	20 characters
given name(s)	15 characters
initials	3 characters

ELEMENT NAME: ADOPTIVE APPLICANT OCCUPATION

DESCRIPTION: The type of work being performed by both the adopting mother and father.

UNITS: 20 characters

NOTE: Refer to Statistics Canada list of standard occupations when assigning the parent's occupation.

ELEMENT NAME: ADOPTIVE APPLICANT OTHER CHILDREN

DESCRIPTION: The ages of the other children living in the home of the adopting family. The children are grouped as being natural, foster or adopted.

FORMAT:

	male	female
natural		
foster		
adopted		

ELEMENT NAME: ADOPTIVE APPLICANT RACE

DESCRIPTION: The racial background of the adopting mother and father.

UNITS: 25 characters

EXAMPLE:
Caucasian (white)
Negro (black)
Oriental
North American Indian
East Indian
other/mixed

NOTE: More categories can be added to this list to suit the individual needs of each agency.

ELEMENT NAME: ADOPTIVE APPLICANT RELIGION

DESCRIPTION: The religious practice of both the adopting mother and father.

UNITS: 15 characters

EXAMPLE: Protestant
Catholic
Jewish
Other

NOTE: More categories can be added to this list to suit the individual needs of each agency.

ELEMENT NAME: AGENCY ADDRESS

DESCRIPTION: The mailing address of the Children's Aid Society.

FORMAT AND UNITS:

street number	20 characters
apt # or p.o. box.#	10 characters
city or town	15 characters
province	15 characters
postal code	6 characters

ELEMENT NAME: AGENCY BRANCH ADDRESS

DESCRIPTION: The mailing address of any subsidiary offices that the Children's Aid Society may have, other than the Central office.

FORMAT AND UNITS:

street number and name	20 characters
apt # or p.o. box	10 characters
city or town	15 characters
province	15 characters
postal code	6 characters

ELEMENT NAME: AGENCY DIRECTOR NAME

DESCRIPTION: The name of the director of the Children's Aid Society.

FORMAT AND UNITS:

surname	20 characters
given name(s)	15 characters
initials	2 characters

ELEMENT NAME: AGENCY MANDATE

DESCRIPTION: A narrative describing the agency's service delivery goals and objectives based on how they interpret the mandate specified in the Child Welfare Act. These goals should then help to provide the most appropriate services to the agency's clients and community.

UNITS: pages of text, as required

ELEMENT NAME: AGENCY NAME

DESCRIPTION: The name of the Children's Aid Society involved.

UNITS: 50 characters

ELEMENT NAME: AGENCY OBJECTIVES

DESCRIPTION: An overview of the objectives and accomplishments during the past year as well as any objectives that were not achieved or were changed during the year.

UNITS: pages of text, as required

ELEMENT NAME: AGENCY OFFICIALS

DESCRIPTION: The names of all officers of the Children's Aid Society.

FORMAT AND UNITS: as required

CATEGORIES: president
board members
local government representatives
local director

ELEMENT NAME: AGENCY ORGANIZATION

DESCRIPTION: An organization chart showing the number of full-time positions against each of the main program types. See element "financial program type" for programs.

UNITS: 3 digits (per category)

CATEGORIES:
social work supervisor
social worker
administration
institutional
clerical
volunteers
other

ELEMENT NAME: AGENCY OTHER FACTORS

DESCRIPTION: A narrative describing and analyzing any factors that may impact the upcoming year's Service Plan.

UNITS: pages of text, as required

CATEGORIES:
reviews/special circumstance
other socio-demographic and socio-economic
information analysis and implications

ELEMENT NAME: AGENCY PREVIOUS INVOLVEMENT

DESCRIPTION: An indicator denoting whether the C.A.S. has previously been involved with this family in any capacity. If the response is yes, the details of that involvement are specified.

UNITS: 1 character

ELEMENT NAME: AGENCY REQUEST TO COURT

DESCRIPTION: In the case of an incidence of abuse, the type of request for protection made to the court by the Children's Aid Society.

UNITS: 1 character

CATEGORIES:

supervision order	length requested
society wardship	length requested
crown wardship	
not yet known	

ELEMENT NAME: AGENCY SERVICES PROVIDED

DESCRIPTION: A list of the services provided by the C.A.S to the family. Each service is then described as to who the service was for, who provided the service, if the service is unavailable or if the service was rejected.

UNITS: 1 character (per entry)

CATEGORIES:

psychiatric assessment/ psychiatric treatment
medical treatment
public health nurse
parent education courses
counselling
parent self-help group
volunteer visitor/parent aide
professional child care worker
day care
homemaker
material needs/financial assistance
housing
unemployment
child taken into care
other

ELEMENT NAME: AGENCY SERVICES PROVIDED - NARRATIVE

DESCRIPTION: A narrative elaborating on any of the services provided on the accompanying information.

UNITS: 6 lines of text

ELEMENT NAME: AGENCY TELEPHONE NUMBER

DESCRIPTION: The general telephone listing for the Children's Aid Society

FORMAT AND UNITS:	area code	-	exchange	-	number
	999		999		9999
	10 digits				

ELEMENT NAME: BRIEF SERVICES

DESCRIPTION: A brief service is any activity that requires less than one hour of service and may or may not involve a face-to-face contact. One brief service includes all contacts made on behalf of the child.
A brief service cannot exceed 21 days even if the contacts total less than one hour.
Brief services does not include enquiries that are inappropriately directed to the C.A.S.

UNITS: 4 digits

ELEMENT NAME: CASEWORKER ATTENDANCE

DESCRIPTION: The number of time units spent on a given program and/or function by the caseworker. The time units will depend on the type of time reporting employed by the agency.

FORMAT AND UNITS: 3 digits

EXAMPLE: For the month of July:

adoption	12 units	(of 15 minutes)
community Services	18 units	
administration	8 units	

ELEMENT NAME: CASEWORKER BRANCH

DESCRIPTION: If an agency has more than one office location, this indicator denotes where the case worker is assigned.

UNITS: 2 digits

ELEMENT NAME: CASEWORKER CLASSIFICATION

DESCRIPTION: An indicator denoting the type of position the caseworker occupies, based on their qualifications.

UNITS: 1 character

EXAMPLE: day care worker
social worker I
social worker II
social worker III

ELEMENT NAME: CASEWORKER DATE - START

DESCRIPTION: The original date on which the caseworker was employed by the agency.

FORMAT AND UNITS: dd(day)/mm(month)/yy(year)
6 digits

ELEMENT NAME: CASEWORKER DATE - TERMINATION

DESCRIPTION: The date on which the caseworker ceased to be employed by the agency.

FORMAT AND UNITS: dd(day)/mm(month)/yy(year)
6 digits

ELEMENT NAME: CASEWORKER ETHNIC ORIGIN

DESCRIPTION: An indicator denoting the cultural background of the caseworker.

UNITS: 2 digit code

EXAMPLE:

American	English	Polish
Canadian	French	West Indian
Chinese	German	Swedish
Asian	Italian	Russian
African	Greek	

NOTE: Whatever categories are used, they must correspond with the ethnic origin categories in the Case Management module.

ELEMENT NAME: CASEWORKER HOURS WORKED

DESCRIPTION: The number of hours worked within the payroll period (weekly, bi-weekly, monthly) for each employee of the C.A.S.

UNITS: 3 digits

ELEMENT NAME: CASEWORKER NAME

DESCRIPTION: The full name of the child care worker or family worker employed by the agency. The caseworker's name is included on case opening forms to indicate to whom the case has been assigned.

FORMAT AND UNITS:	surname	20 characters
	first name and/or initial	15 characters

ELEMENT NAME: CASEWORKER NUMBER

DESCRIPTION: A number assigned to each caseworker that uniquely identifies them for internal purposes.

UNITS: 4 digits

ELEMENT NAME: CASEWORKER SALARY

DESCRIPTION: The standard salary amount (weekly, monthly, annually) of the employee of the Children's Aid Society.

FORMAT AND UNITS: $99,999.99
7 digits

ELEMENT NAME: CASEWORKER TELEPHONE NUMBER

DESCRIPTION: The phone number at which the case worker can be reached.

FORMAT AND UNITS: area code - exchange - number - extension
999 999 9999 9999
14 digits

ELEMENT NAME: CASEWORKER UNIT

DESCRIPTION: An indicator denoting which functional area of the Children's Aid Society where the caseworker is employed.

UNITS: 1 character

EXAMPLE: adoption unit
abuse unit
intake unit
family care

ELEMENT NAME: CHILD ADMIT CODE

DESCRIPTION: An indicator denoting whether this is a new case or if the child has previously been in the care of the Society.

UNITS: 1 digit

EXAMPLE: 1 - new
2 - re-open

ELEMENT NAME: CHILD ADMIT DATE

DESCRIPTION: The date on which the child was admitted or re-admitted into the care of the C.A.S.

FORMAT AND UNITS: dd(day)/mm(month)/yy(year)
6 digits

ELEMENT NAME: CHILD ADMIT DATE - TRACKING

DESCRIPTION: The date on which the child was admitted to the current residential facility. Each time a child is transferred to a new residential setting, a new tracking admit date is issued. This date may or may not correspond to the child's admit date into care.

FORMAT AND UNITS: dd(day)/mm(month)/yy(year)
6 digits

ELEMENT NAME: CHILD ADMIT REASON - PRIMARY

DESCRIPTION: The main reason for the child's coming into the care of the CAS.

UNITS: 2 digit code

EXAMPLE:

abandonment	parent-child conflict
alcohol misuse	parental relief
child abuse	physical illness
drug use	physical neglect
emotional deprivation	runaway child
imprisonment of parent	truancy
marital problems	uncontrollable child
mental illness	unwanted child
mental retardation	
parents unable to cope	
orphan	

NOTE: Each society may modify this list to best suit their individual needs.

ELEMENT NAME: CHILD ADMIT REASON - SECONDARY

DESCRIPTION: An optional field to be used when there is more than one important contributing factor for the child coming into care.

UNITS: 2 digit code

EXAMPLE: Same as those for CHILD ADMIT REASON - PRIMARY

ELEMENT NAME: CHILD ADMIT TYPE

DESCRIPTION: The type of arrangement that brought the child into the care of the C.A.S.

UNITS: 2 digit code

EXAMPLE.

planned consent	order to produce
unplanned consent	juvenile court
apprehension	special needs agreement
other society ward	other
consent to adopt	

ELEMENT NAME: CHILD AGREEMENT EXPIRY DATE

DESCRIPTION: If the child has come into care under a temporary agreement, the date on which the agreement ends.

FORMAT AND UNITS: dd(day)/mm(month)/yy(year)
6 digits

EXAMPLE: care by agreement
special needs agreement

ELEMENT NAME: CHILD APPREHENDED

DESCRIPTION: A yes or no indicator denoting whether the child was brought into the care of the C.A.S after an alleged incident of abuse.

UNITS: 1 character

ELEMENT NAME: CHILD ASSESSMENT

DESCRIPTION: If any psychiatric or psychological tests are conducted regarding the child, these narratives are maintained on the child's file.

UNITS: pages of text, as required

ELEMENT NAME: CHILD BAND NAME

DESCRIPTION: If the child is a status Indian, the name of the band to which the child belongs.

UNITS: 15 characters

ELEMENT NAME: CHILD BAND NUMBER

DESCRIPTION: If the child is a status Indian, the treaty number of the band to which the child belongs.

UNITS: 8 characters

ELEMENT NAME: CHILD BIRTHDATE

DESCRIPTION: The date on which the child was born.

FORMAT AND UNITS: dd(day)/mm(month)/yy(year)
6 digits

ELEMENT NAME: CHILD BIRTHPLACE

DESCRIPTION: The city, town, municipality or county where the child was born.

UNITS: 15 characters

ELEMENT NAME: CHILD BIRTH VERIFIED

DESCRIPTION: An indicator denoting whether the child's birth certificate has been obtained.

FORMAT AND UNITS: 1 character
____ Yes
____ No

ELEMENT NAME: CHILD CASE TYPE

DESCRIPTION: An indicator denoting whether the case is a protection and prevention case or a child in care.

UNITS: 1 character

ELEMENT NAME: CHILD DATES

DESCRIPTION: A schedule of important upcoming dates for the child such as: court
dental
medical

FORMAT AND UNITS: dd(day)/mm(month)/yy(year)
6 digits

ELEMENT NAME: CHILD DISCHARGE DATE - ACTUAL

DESCRIPTION: The date on which the child was actually released from the care of the Society.

FORMAT AND UNITS: dd(day)/mm(month)/yy(year)
6 digits

ELEMENT NAME: CHILD DISCHARGE DATE - ESTIMATED

DESCRIPTION: When a child is brought into care or placed in a residential facility, an expected date of release is established.

FORMAT AND UNITS:: dd(day)/mm(month)/yy(year)
6 digits

ELEMENT NAME· CHILD DISCHARGE DATE - TRACKING

DESCRIPTION: The date on which the child was released or transferred from a residential facility. Each time a child is transferred from a residential setting, a new tracking discharge date is issued. This date does not correspond to the "discharge date - actual" unless the child is being released from the care of the C.A.S from this residential facility.

FORMAT AND UNITS: dd(day)/mm(month)/yy(year)
6 digits

ELEMENT NAME: CHILD EMOTIONAL STATUS

DESCRIPTION: Information relating to the emotional condition of the child, including relationship to parents, siblings, foster family, etc.

FORMAT AND UNITS: pages of text, as required

CATEGORIES: for the form Adoption Efforts for Crown Wards, choices are:

correctable
requires treatment
affects social or physical function

ELEMENT NAME: CHILD ETHNIC ORIGIN

DESCRIPTION: An indicator which best describes the child's cultural background.

UNITS: 2 digit code

CATEGORIES:

American	English	Polish
Canadian	French	West Indian
Chinese	German	Swedish
Asian	Italian	Russian
African	Greek	

NOTE: Each agency may modify this list to best suit their individual needs.

ELEMENT NAME: CHILD EXAMINED BY INDICATOR

DESCRIPTION: An indicator denoting whether the child was examined after a suspected case of abuse by:

- physician
- registered nurse
- social worker

UNITS: 3 characters

ELEMENT NAME: CHILD GENERAL HEALTH

DESCRIPTION: On the report, Adoption Efforts for Crown Wards, the child's physical handicaps are rated as:

- correctable
- requires treatment
- affects appearance
- affects social or physical function

UNITS: 1 character

ELEMENT NAME: CHILD GOALS

DESCRIPTION: The objectives to be reached by providing the care of the C.A.S to the child.

UNITS: 1 character (per entry)

CATEGORIES:
assessment
to return home
adoption
independent living
permanent care
temporary care

NOTE: Each agency may modify these categories to best suit individual needs.

ELEMENT NAME: CHILD HANDICAPS - NARRATIVE

DESCRIPTION: A narrative giving the diagnostic description or describing the major handicapping condition of the child.

UNITS: 4 lines of text.

ELEMENT NAME: CHILD HOSPITALIZED

DESCRIPTION: An indicator denoting whether the child was sent to hospital: for assessment
for treatment
as a place of safety
treated outside hospital after suspected case of abuse.

UNITS: 1 character

ELEMENT NAME: CHILD INTELLIGENCE

DESCRIPTION: A general description of the child's mental abilities.

UNITS: 1 line text

ELEMENT NAME: CHILD MENTAL CAPACITY

DESCRIPTION: On the report, Adoption Efforts for Crown Wards, the child's mental capacity is rated as:

below
average
above

UNITS: 1 character

ELEMENT NAME: CHILD NAME - ALIAS

DESCRIPTION: Any other names that the child may be known by other than his legal name. For instance, the child may be using the surname of a common-law parent rather than his birth parent's name.

FORMAT AND UNITS:

surname	20 characters
given name(s)	15 characters

ELEMENT NAME: CHILD NAME CODE - TRACKING

DESCRIPTION: The name code is used by the "tracking system" to uniquely identify a child. It is constructed from the first and last letter of the surname and the given name, the birthdate and sex.

FORMAT AND UNITS:

surname code	2 characters
given name code	2 characters
birthdate	6 digits
sex	1 character

ELEMENT NAME: CHILD NAME - FULL NAME

DESCRIPTION: The complete legal name of the child.

FORMAT AND UNITS:

surname	20 characters
given name(s)	15 characters
initials	2 characters

ELEMENT NAME: CHILD PERSONALITY

DESCRIPTION: An assessment of the child's personality including problems related to personality, behavior or conduct.

UNITS: 3 lines of text

ELEMENT NAME: CHILD POPULATION

DESCRIPTION: Statistics giving the general community child population which each Society serves. This information is supplied by the Ministry of Community and Social Services and is based on Ministry of Treasury and Economics data.

FORMAT: 7 age groups for 10 years

ELEMENT NAME: CHILD PREVIOUS SETTINGS

DESCRIPTION: This information is used to feed the tracking system. It is a code denoting the most recent location of the child before coming into care.

UNITS: 1 digit

CATEGORIES:
1. internal transfer
2. another C.S.D. facility
3. jail or other adult facility
4. another residential facility other than C.S.D.
5. C.S.D. non-residential facility
6. non-residential facility other than C.S.D.
7. A.W.O.L.
8. community

(from Child Advocacy Information system)

ELEMENT NAME: CHILD RACE

DESCRIPTION: An indicator denoting the racial background of the child.

UNITS: 25 characters

EXAMPLE:
Caucasian (white)
Negro (black)
Oriental
North American Indian
East Indian
Metis
Other/mixed

NOTE: More categories may be added to this list to suit individual needs of each agency.

ELEMENT NAME: CHILD RATES

DESCRIPTION: The various rates charged by residential facilities for services provided to a child. They include:
board
clothing
spending
special
other

FORMAT AND UNITS: $999.99
5-digit field

ELEMENT NAME: CHILD REFERRAL SOURCE

DESCRIPTION: The source of information that brought the child's case to the attention of the Children's Aid Society.

UNITS: 1 digit (per entry)

EXAMPLE:
Board of Education
Board of Education via Court
Probation and Aftercare
Probation and Aftercare via Court
Mental Health facilities
Mental Health via Court
M.R. Services
M.R. Services via Court
Police
Police via Court
Child
Child's family
Other agencies
Hospital
Other

NOTE: More categories may be added to this list to suit individual needs of each agency.

ELEMENT NAME: CHILD RELIGION

DESCRIPTION: The child's religious persuasion. Categories include:

Protestant
Catholic
Jewish
other

UNITS: 15 characters

Note: More categories can be added to this list to suit the individual needs of each agency.

ELEMENT NAME: CHILD SCHOOL GRADE

DESCRIPTION: The level of education attained by the child when brought into care.

UNITS: 2 digits

ELEMENT NAME: CHILD SCHOOL NAME

DESCRIPTION: The name of the public school or high school the child is attending when brought into care.

UNITS: 20 characters

ELEMENT NAME: CHILD SEX

DESCRIPTION: An indicator denoting whether the child is male or female.

UNITS: 1 character

EXAMPLE: m - male
f - female

ELEMENT NAME: CHILD SPECIAL NEEDS

DESCRIPTION: Any special consideration that must be taken into account when assessing the needs of the child.

UNITS: 3 lines text

EXAMPLE: to have other children in the home
needs a lot of attention and affection

ELEMENT NAME: CHILD SUPP. CODE - TRACKING

DESCRIPTION: A code supplied by the Central Tracking Office to uniquely identify a child. The value of 2 is assigned except in cases where the name code and birthdate match those of another child already on file.

FORMAT AND UNITS: 1 digit
values: 1 through 9

ELEMENT NAME: CHILD UNADOPTABLE

DESCRIPTION: A narrative describing why the child is not considered adoptable.

UNITS: 4 lines text

ELEMENT NAME: CHILD WARDSHIP DATE

DESCRIPTION: The date on which the child's wardship status comes into effect or is changed from one status to another. (see Child Wardship Status for possible values)

FORMAT AND UNITS: dd(day)/mm(month)/yy(year)
6 digits

ELEMENT NAME: CHILD WARDSHIP STATUS

DESCRIPTION: The legal status of the child.

FORMAT:

crown ward
society ward
care by agreement
special needs agreement
own parent
independent living
non-ward

a) Crown Ward: Children in this category are the subject of an order under subsection 30 (1) of The Child Welfare Act making them wards of the Crown until their 18th birthdays. Parental rights have been terminated with the Crown Wardship Order. Child Welfare Crown Wards will be supervised and cared for by a Children's Aid Society.

b) Society Ward: Children identified in this category are the subject of an order under subsection 30 (1) of The Child Welfare Act making them wards of a Children's Aid Society for a limited period of time not exceeding two years.

c) Care by Agreement: More commonly used than the "special needs agreement" is care by agreement provided for in subsection 25 (1) of The Child Welfare Act. Children identified in this category are the subject of a contract between their parents and a Children's Aid Society for the temporary care and custody of the child by the society.

d) Special Needs Agreement: Subsection 25 (4) of The Child Welfare Act enables parents to contract with a Children's Aid Society or with the Ministry to provide services required "because of the special needs of the child". These services may include placement.

e) Own Parent: Children identified as being in this category would be those whose parents had full, legal power to make decisions for or on behalf of the child. "Parent" is defined as including both natural or adoptive parents and guardians. This category would be used where no Care by Agreement or Special Needs Agreement exists.

f) Independent: Some 16, 17 and over 18 teenagers may have achieved an independent status in their daily lives. These children would be receiving support and services from the Society and living autonomously from their parents.

(NOTE: they are not truly, legally independent until the age of 18. They may, pursuant to sub-section 25 (1) of The Child Welfare Act, contract with a Children's Aid Society of the Ministry to receive support or placement services.)

g) Non-Ward: Children in this category would be those who are on adjournment or are apprehended and awaiting disposition.

ELEMENT NAME: CHILD WHEREABOUTS

DESCRIPTION: The child's current location is categorized as being:

- at home
- in hospital
- in C.A.S care
- placed elsewhere (specify)

UNITS: 1 character

ELEMENT NAME: COURT DISPOSITION

DESCRIPTION: A narrative explaining the outcome of the case, including specifics of the sentence if known.

UNITS: 2 lines text

ELEMENT NAME: COURT HEARING DATE

DESCRIPTION: The date on which the court hearing was held on.

FORMAT AND UNITS: dd(day)/mm(month)/yy(year)
6 digits

ELEMENT NAME: COURT HEARINGS ADJOURNED TO

DESCRIPTION: If for some reason, the hearing must be postponed, the date to which it was moved.

FORMAT AND UNITS: dd(day)/mm(month)/yy(year)
6 digits

ELEMENT NAME: FAMILY ADDRESS

DESCRIPTION: The address of the parent(s) and child(ren) who are on the protection caseload OR the address of the child(ren) before coming into care.

FORMAT AND UNITS:

street number and name	20 characters
apt. # or p. o. box #	10 characters
city or Town	15 characters
province	15 characters
postal Code	6 characters

ELEMENT NAME: FAMILY CASE CLOSE DATE

DESCRIPTION: The date on which the family services case was terminated.

FORMAT AND UNITS: dd(day)/mm(month)/yy(year)
6 digits

ELEMENT NAME: FAMILY CASE CLOSE REASON

DESCRIPTION: An indicator denoting why the family services case was terminated.

UNITS: 1 character (per entry)

EXAMPLE:

no action
successful rehabilitation
family moved away
services completed
crown wardship
child over 16 years
other
family reject services
elsewhere

NOTE: Each agency may wish to modify this list to best suit their individual needs.

ELEMENT NAME: FAMILY CASE DISPOSITION

DESCRIPTION: After an initial inquiry is completed, the caseworker indicates whether the inquiry resulted in:

- a brief service
- opening of a case (under protection, prevention, counselling or other)
- an application for adoption or foster home finding for a child.

UNITS: 1 character

ELEMENT NAME: FAMILY CASE NARRATIVE

DESCRIPTION: A narrative describing the details surrounding this family service case. The report should include the reasons for the family coming into contact with the C.A.S. and any contacts made as well as any other pertinent information.

UNITS: 20 lines of text

ELEMENT NAME: FAMILY CASE OPEN DATE

DESCRIPTION: The date on which the family services case was opened.

FORMAT AND UNITS: dd(day)/mm(month)/yy(year)
6 digits

ELEMENT NAME: FAMILY CASE TYPE

DESCRIPTION: An indicator denoting the category of family service case.

UNITS: 1 character

CATEGORIES:

alleged abuse	illness
marital problems	unmarried mother
parent relief	other

NOTE: Each agency individually may wish to modify this list to best suit its needs

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ELEMENT NAME: FAMILY DOCTOR NAME

DESCRIPTION: The name of the child's family doctor to be contacted in case of illness while the child is under the care of the agency

UNITS: 30 characters

ELEMENT NAME: FAMILY DOCTOR TELEPHONE NUMBER

DESCRIPTION: The telephone number where the family doctor can be reached in case of illness. This number must be kept in a location where it is readily available to anyone involved with the child at the agency.

FORMAT AND UNITS:

AREA CODE	-	EXCHANGE	-	NUMBER
999		999		9999

10 digits

EXAMPLE: The night social worker at the residence where the child is staying must have the number in case of illness.

ELEMENT NAME: FAMILY GOALS

DESCRIPTION: The objectives to be reached via the services provided to the family by the C.A.S.

UNITS: 1 character (per entry)

CATEGORIES:
facilitate the improvement of family relationships
facilitate change in the family unit
promote good child care
support work adjustment
encourage effective homemaking skills
contribute to physical or mental health
encourage solution of legal problems

NOTE: Each agency may wish to modify these categories to best suit its individual needs.

ELEMENT NAME: FAMILY LANGUAGE

DESCRIPTION: This is the language most commonly spoken by the family in the home.

UNITS: 15 characters

CATEGORIES:	English	Italian
	Chinese	Japanese
	East Indian	Polish
	French	Russian
	German	Spanish
	Greek	Yiddish

NOTE: Each society may wish to modify this list to best suit its individual needs

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ELEMENT NAME: FAMILY NEW OR REOPEN CODE

DESCRIPTION: A code indicating whether this is a new family service case or if the agency has dealt with this family before.

UNITS: 1 character

ELEMENT NAME: FAMILY OHIP NUMBER

DESCRIPTION: The Ontario Hospitalization Insurance Plan number is collected when a child in care or any member of the family under the supervision of the C.A.S requires medical attention.

UNITS: 12 characters

ELEMENT NAME: FAMILY PRESENTING PROBLEM

DESCRIPTION: The problems experienced by the family that brought them to seek the services of the C.A.S.

UNITS: 4 character code.

CATEGORIES:

- changes in the family unit
- child management
- community relationships
- environmental and material needs
- family relationships
- homemaking skills
- legal
- physical or mental health
- work adjustment

Note: Each agency may wish to modify this list to best suit its individual needs.

ELEMENT NAME: FAMILY SERVICES OFFERED

DESCRIPTION: The services offered to the family based on the assessment of problems they are facing.

UNITS: 50 characters

CATEGORIES:

counselling	apprehension
financial assistance	child management service
homemaker	consent to adoption
investigation	serve notice of hearing
referral	voluntary agreement

NOTE: Each agency may wish to modify this list to best suit its individual needs.

ELEMENT NAME: FILE NUMBER

DESCRIPTION: A number is assigned to each child in care and family services case to identify it. The same number is assigned to a family services case and a child in care case from that family.

UNITS: 6 characters

EXAMPLE: If a family is on the non-residential caseload and one of their children is in care, both files would carry the same file number. If more than one child is in care, the number would be followed by an alphabetic identifier.

ELEMENT NAME: FINANCIAL ACCOUNTS PAYABLE ENTRY

DESCRIPTION: The most detailed category of accounts used to capture information about each expenditure made by the agency. Each entry is captured by the accounting system at this base level and can later be aggregated into more general categories for reporting purposes.

FORMAT AND UNITS:

99	99	9	9
line item	service type	department (optional)	branch (optional)

4 to 6 digit code

ELEMENT NAME: FINANCIAL ACCOUNTS RECEIVABLE ENTRY

DESCRIPTION: The most detailed category of accounts used to capture information about revenue coming into the agency. The data is captured by the accounting system for all expenditure recoveries and income at this base level and can later be totalled into more general categories for reporting purposes.

FORMAT AND UNITS:

99	99	9	9
line item	service type	department (optional)	branch (optional)

4 to 6 digit code

ELEMENT NAME: FINANCIAL ADDITIONAL FUNDING

DESCRIPTION: The amount of funding, if any, over and above the previous year's approved allocation. (This data should be available on a line item basis).

FORMAT AND UNITS: $99999.99
7 digits (or more, as required)

ELEMENT NAME: FINANCIAL BUDGET

DESCRIPTION: The amount of funds available to the agency, usually on a line item basis by program as derived from a careful planning process in the form of the Service plan.

FORMAT AND UNITS: $99999.99 (per line item)
7 digits (or more, as required)

ELEMENT NAME: FINANCIAL CONCLUSIONS - PAST YEAR

DESCRIPTION: A narrative, in the Service Plan, presenting relationships amongst the data and analysis supplied in that document as well as any conclusions reached about the data analysis.

UNITS: pages of text, as required

CATEGORIES: analysis
conclusion

ELEMENT NAME: FINANCIAL COST APPORTIONMENT

DESCRIPTION: A breakdown of the agency's projected budget amounts amongst the Ministry and the municipalities within the Society's jurisdiction. A worksheet of calculations to arrive at these figures and details of how to complete this form are available in the "instructions and worksheets" that accompany a Service Plan.

FORMAT AND UNITS: $99,999 (per entry)
5 digits (or more, as required)

ELEMENT NAME: FINANCIAL EXPENDITURE - ACTUAL

DESCRIPTION: A breakdown of the actual costs attributed to each line item and program category.

FORMAT AND UNITS: $999,999 (per entry)
6 digits (or more, as required)

ELEMENT NAME: FINANCIAL EXPENDITURE - ESTIMATED

DESCRIPTION: A breakdown, usually by line item and program, of the planned operating, capital and non-recurring expenses for the upcoming year.

FORMAT AND UNITS: $99,999 (per entry)
5 digits (or more, as required)

ELEMENT NAME: FINANCIAL EXPENDITURE - REFORECAST

DESCRIPTION: A reallocation of costs, in comparison with the budget amounts, based on a change in services provided or some other agency operation. The reforecast is on a monthly basis, for residential and non-residential expenditures.

FORMAT AND UNITS: $9,999,999 (per month)
7 digits (or more, as required)

ELEMENT NAME: FINANCIAL INFORMATION - PAST YEAR

DESCRIPTION: A narrative identifying all factors that resulted in the agency's year-end financial position (i.e. whether there is a surplus or a deficit).

UNITS: pages of text, as required

ELEMENT NAME: FINANCIAL LINE ITEM

DESCRIPTION: The most general category of accounts used to classify expenditures and revenue of the agency. Each line item is an aggregate of a number of more detailed service types.

FORMAT AND UNITS: 4-digit code per line item
last two digits are zeroes to designate service type

EXAMPLE:

line item 4300	Office Expense:	
Service Types	4310	office supplies
	4320	telephone
	4330	office equipment - maintenance
	4340	office equipment - purchase
	4390	other office expenses

CATEGORIES:
salaries
employee benefits
building occupancy
office expenses
training, education and conferences
promotion and publicity
purchased services
travel
boarding rate payments
health and allied services
food services
clients personal needs
emergency assistance
miscellaneous expenditure
total expenditures
expenditure recoveries
net expenditures
allocation of administration
net program expenditures
income allocation

ELEMENT NAME: FINANCIAL PROGRAM TYPE

DESCRIPTION: The categories of programs used for reporting purposes on financial reports, statement of expenditures, etc. The programs describe the type of care provided to the community by the agency.

UNITS: 20 characters

CATEGORIES:

Residential

Adoption
- society initiated
- other

Foster Family Care
- regular
- special
- other

Institutional Care
- society operated
- direct cost
- indirect cost

Group Care
- society operated
- purchase of service

Non-Residential

Family Service

Community Service

Administration

ELEMENT NAME: FINANCIAL SERVICE TYPE

DESCRIPTION: A more detailed breakdown of the line item categories for financial reporting and an aggregate of all accounts payable and receivable entries.

UNITS: 2 digit code

EXAMPLE: line item 4300 Office Expenses
Service Type 4320 telephone
Then account code 43-20-1-4 would represent a telephone payment for the family services unit at a Branch Office.

CATEGORIES: For a list of categories refer to the suggested chart of accounts in Section 3.2 of the Financial module of the Minimum Data Specifications.

ELEMENT NAME: FINANCIAL STATEMENT - COMMENTS

DESCRIPTION: A narrative pointing out or clarifying a piece of data included in the monthly financial statement.

UNITS: 20 lines text (or more, as required)

ELEMENT NAME: FINANCIAL SURPLUS - AMOUNTS

DESCRIPTION: The total amount of planned surplus funds allocated for the year, as per the Service Plan.

FORMAT AND UNITS: $999,999
6 digits (or more, as required)

CATEGORIES: operating expenditures
capital/non-recurring expenditures
designated funds
other uses

ELEMENT NAME: FINANCIAL SURPLUS - YEAR TO DATE

DESCRIPTION: All expenditures and changes, completed or planned, for the agency's surplus funds totalled as of the last day of the reporting period.

FORMAT AND UNITS: $999,999
6 digits (or more, as required)

CATEGORIES: operating expenditures
capital/non-recurring expenditures
designated funds
other uses

ELEMENT NAME: FOSTER APPLICATIONS - LAST QUARTER

DESCRIPTION: The number of formal, written applications received by the C.A.S.from a family wishing to become foster parents during the last reporting quarter.

UNITS: 4 digits

ELEMENT NAME: FOSTER APPLICATIONS - RECEIVED

DESCRIPTION: The number of formal, written applications received by the C.A.S. from families wishing to become foster parents during the current reporting quarter.

UNITS: 4 digits

ELEMENT NAME: FOSTER APPLICATIONS - REJECTED

DESCRIPTION: The number of foster homes that the Society deems to be unacceptable for placement of foster children during the current reporting quarter.

UNITS: 4 digits

ELEMENT NAME: FOSTER HOMES - CLOSED

DESCRIPTION: The total number of foster homes that have been closed by the Society during the current reporting quarter.

FORMAT OR UNITS: 4 digits

ELEMENT NAME: FOSTER HOMES - LAST QUARTER

DESCRIPTION: The total number of open foster homes that were available to the C.A.S at the end of the reporting period. This number is then split into occupied foster homes (those with at least one child placed with them) and vacant foster homes (those with no children placed with them, on the last day of the quarter).

UNITS: 4 digits

ELEMENT NAME: FOSTER HOMES - OPENED

DESCRIPTION: The total number of foster homes that were approved to receive foster children (a homestudy was conducted and the home deemed acceptable) during the current reporting quarter.

UNITS: 4 digits

ELEMENT NAME: GUARDIAN AGE

DESCRIPTION: The approximate age of the person who has legal custody of the child (to the closest year).

UNITS: 2 digits

ELEMENT NAME: GUARDIAN ALIAS

DESCRIPTION: Any other names that the person with legal custody of the child may be known by.

UNITS: 20 characters

ELEMENT NAME: GUARDIAN NAME

DESCRIPTION: The full name of the person with legal custody of the child.

FORMAT AND UNITS:

surname	20 characters
given name(s)	15 characters
initials	2 characters

ELEMENT NAME: GUARDIAN RELATIONSHIP TO CHILD

DESCRIPTION: The family or legal ties of the person with custody of the child, to the child.

UNITS: 1 character

CATEGORIES:

father	mother
stepfather	stepmother
common-law father	common-law mother
foster father	foster mother
grandfather	grandmother

NOTE: Each agency may modify this list to best suit its individual needs.

ELEMENT NAME: GUARDIAN SEX

DESCRIPTION: The gender of the person with legal custody of the child.

FORMAT:

m - male
f - female

ELEMENT NAME: PARENT ACCOMMODATION TYPE

DESCRIPTION: The locale and ownership of the housing available to the parents.

UNITS: 1 character

CATEGORIES:

urban	owned
rural	rented

ELEMENT NAME: PARENT BAND NAME

DESCRIPTION: The name of the Indian band to which the parent belongs.

UNITS: 15 characters

ELEMENT NAME: PARENT BAND NUMBER

DESCRIPTION: If the parent is a status Indian, the treaty number of the band to which the parent belongs.

UNITS: 10 characters

ELEMENT NAME: PARENT BIRTHDATE

DESCRIPTION: The date on which the parent (mother or father) was born.

FORMAT AND UNITS: dd(day)/mm(month)/yy(year)
6 digits

ELEMENT NAME: PARENT CONSENT TO ADOPTION

DESCRIPTION: A yes or no response to whether both the natural mother and father of the child agreed to the adoption of their child.

UNITS: 3 characters

ELEMENT NAME: PARENT EDUCATION

DESCRIPTION: An indicator denoting the highest level of education attained by the parent.

UNITS: 1 character

EXAMPLES: public school
did not complete
public school
secondary school - 4 year
secondary school - 5 year
some post-secondary school - did not complete
university

ELEMENT NAME: PARENT EMPLOYER NAME

DESCRIPTION: The name of the company or person who employs the parent (mother or father).

UNITS: 30 characters

ELEMENT NAME: PARENT EMPLOYER TELEPHONE

DESCRIPTION: The phone number of the company where the parent can be reached during working hours (mother or father).

FORMAT AND UNITS:

area code	-	exchange	-	number	-	local
999		999		9999		9999

14 digits

ELEMENT NAME: PARENT ETHNIC ORIGIN

DESCRIPTION: The cultural background of the mother and father.

UNITS: 20 characters

CATEGORIES:

American	English	Polish
Canadian	French	West Indian
Chinese	German	Swedish
Asian	Italian	Russian
African	Greek	

NOTE: Each agency may want to modify this list to best suit its individual needs.

ELEMENT NAME: PARENT INCOME

DESCRIPTION: The weekly, monthly or annual salary of the parent (mother or father).

FORMAT AND UNITS: $99,999.99
7 digits

ELEMENT NAME: PARENT MARITAL STATUS

DESCRIPTION: An indicator denoting the parent's current marital arrangements.

UNITS: 1 character

CATEGORIES: married
single
divorced
widowed
separated

ELEMENT NAME: PARENT MARRIAGE DATE

DESCRIPTION: The date on which the mother and father were wed.

FORMAT AND UNITS: dd(day)/mm(month)/yy(year)
6 digits

ELEMENT NAME: PARENT NAME - ALIAS

DESCRIPTION: Any other names by which the parent may be known other than the legal name (mother or father).

UNITS: 20 characters

ELEMENT NAME: PARENT NAME - FULL NAME

DESCRIPTION: The full legal name of the parent (mother or father).

FORMAT AND UNITS:	surname	20 characters
	given name(s)	15 characters
	initials	2 characters

ELEMENT NAME: PARENT NAME - MOTHER'S MAIDEN NAME

DESCRIPTION: The surname of the mother before she was married. This information is needed to obtain the birth verification of a child.

UNITS: 20 characters

ELEMENT NAME: PARENT OCCUPATION

DESCRIPTION: Any type of work at which the parent is currently employed (mother or father)

UNITS: 20 characters

NOTE: Refer to the Statistics Canada list of standard occupations for assigning an occupation.

ELEMENT NAME: PARENT OTHER CHILDREN - NUMBER

DESCRIPTION: The number of children in the family that are being offered services from the C.A.S. More specific information about each child is collected separately and stored in the child's file.

UNITS: 2 digits

ELEMENT NAME: PARENT PERMIT ABUSE

DESCRIPTION: An indicator denoting whether the parents permitted or failed to prevent the abuse.

FORMAT AND UNITS: 1 character

____ yes

____ no

ELEMENT NAME: PARENT PREVIOUS MARRIAGES

DESCRIPTION: The name(s), date(s) and reason(s) for termination of any earlier marriages by either parent.

FORMAT AND UNITS:

surname	20 characters
given name(s)	15 characters
date of marriage	6 digits
place of marriage	15 characters
divorced	1 character
death	1 character
date of termination	6 digits
place of termination	15 characters

ELEMENT NAME: PARENT RACE

DESCRIPTION: The racial background of the mother and father.

UNITS: 20 characters

CATEGORIES:

Caucasian (white)	North American Indian
Negro (black)	East Indian
Oriental	mixed/other

NOTE: Each agency may wish to modify this list to best suit its individual needs.

ELEMENT NAME: PARENT RELIGION

DESCRIPTION: The religious beliefs of the parent (mother or father).

UNITS: 20 characters

CATEGORIES:

Protestant
Catholic
Jewish
Other

NOTE: Each agency may wish to modify this list to best suit its individual needs.

ELEMENT NAME: PARENT TELEPHONE NUMBER

DESCRIPTION: The telephone number at the home of the parents (mother or father).

FORMAT AND UNITS:	area code	-	exchange	-	number
	999		999		9999
	10 digits				

ELEMENT NAME: PARENT TYPE

DESCRIPTION: An indicator denoting which parent type to which the corresponding personal data applies:

UNITS: 1 character

CATEGORIES:

natural mother	adoptive mother
natural father	adoptive father
guardian mother	maternal grandmother
guardian father	maternal grandfather
common-law mother	paternal grandmother
common-law father	paternal grandfather

ELEMENT NAME: RESOURCE ADDRESS

DESCRIPTION: The mailing address of the foster home or residential facility.

FORMAT AND UNITS:

street number and name	20 characters
apt # or p.o. box #	10 characters
city or town	15 characters
province	15 characters
postal code	6 characters

ELEMENT NAME: RESOURCE AGE RANGE SERVED

DESCRIPTION: The minimum and maximum ages of children that will be accepted by a particular facility. More than one age range grouping can be assigned to each facility.

FORMAT AND UNITS:

minimum age	2 characters
maximum age	2 characters

EXAMPLE: boys age 8 to 14 years of age.

ELEMENT NAME: RESOURCE APPROVAL DATE

DESCRIPTION: The date on which the foster home or other residential facility was deemed acceptable to provide care to children in care.

FORMAT AND UNITS: dd(day)/mm(month)/yy(year).
6 digits

ELEMENT NAME: RESOURCE AREA TYPE

DESCRIPTION: An indicator denoting where the foster home is located

UNITS: 1 character

CATEGORIES: urban
suburban
rural

ELEMENT NAME: RESOURCE EMOTIONAL STABILITY SERVED

DESCRIPTION: An indicator denoting the varying levels of emotional problems that can be handled by the facility.

UNITS: 1 character

CATEGORIES:

normal	disturbed
special needs	developmentally handicapped

NOTE: Each agency can modify this list to best suit its individual needs.

ELEMENT NAME: RESOURCE FILE NUMBER

DESCRIPTION: A unique number assigned to each facility by the agency or the Ministry for identification purposes.

UNITS: 7 digits

ELEMENT NAME: RESOURCE HANDICAPS SERVED

DESCRIPTION: The types of physical handicaps that can be accommodated by a particular facility.

UNITS: 1 character

CATEGORIES:
none
some impairment
handicapped
severe handicap
any type of handicap

NOTE: Each agency may wish to modify this list to best suit its individual needs.

ELEMENT NAME: RESOURCE HOME TYPE

DESCRIPTION: The type of house in which the foster parents live.

UNITS: 1 character

CATEGORIES:
single detached
semi-detached
duplex
triplex
townhouse
apartment building
farm

ELEMENT NAME: RESOURCE LANGUAGE

DESCRIPTION: Any languages, other than English, that are spoken by the foster parents

UNITS: 1 character or more, as required

CATEGORIES:
French
German
Greek
East Indian

NOTE: Each agency may wish to modify this list to best suit its individual needs.

ELEMENT NAME: RESOURCE LENGTH OF CARE

DESCRIPTION: An indicator denoting whether the foster family prefers to provide foster care on a long term or short term basis.

UNITS: 1 character

CATEGORIES:
short term (0-6 mo.)
long term (6 mo. +)
no preference

ELEMENT NAME: RESOURCE NAME

DESCRIPTION: The full name of the foster parents or the name of the residential facility.

UNITS: 30 characters

ELEMENT NAME: RESOURCE NUMBER OF BEDS

DESCRIPTION: The total number of beds provided by each facility or foster home for the placement of children. This number does not reflect the beds that may already be occupied by a child at any particular time but rather the total capacity of the facility.
It should also be stated whether the number of beds being quoted indicates the licensed, approved or operating count. For example, a group home may be licensed to handle 30 children, but at this time are only approved for 20 but in fact may only be accepting 15 children for budget or staffing reasons.

UNITS: 2 digits

ELEMENT NAME: RESOURCE OPERATOR ADDRESS

DESCRIPTION: The address of the persons running the residential facility, if different from that of the resource itself.

FORMAT AND UNITS:

street number and name	20 characters
apt. # or p.o. box #	10 characters
city or town	15 characters
province	15 characters
postal code	6 characters

ELEMENT NAME: RESOURCE OPERATOR NAME

DESCRIPTION: The name of the persons running the residential facility, if different from that of the resource itself.

UNITS: 50 characters

ELEMENT NAME: RESOURCE RACE SERVED

DESCRIPTION: An indicator denoting which racial group of children the foster home will accept.

UNITS: 1 character

EXAMPLE:

Caucasian (white)	North American Indian
Negro (black)	East Indian
Oriental	mixed/other
	no preference

NOTE: Each agency may wish to expand on this list to best suit its individual needs.

ELEMENT NAME: RESOURCE SCHOOLS AVAILABLE

DESCRIPTION: An indicator denoting what types of schools and nursery facilities are available in the vicinity of the foster home.

UNITS: 4 characters

CATEGORIES: separate: elementary secondary vocational special
public: elementary secondary vocational special
nursery: yes no

ELEMENT NAME: RESOURCE SERVICES

DESCRIPTION: The types of problems that can be handled by the foster home. Each service is then rated to whether they can handle a child with mild, moderate or severe problems in that category.

UNITS: 1 character (per entry)

CATEGORIES:

aggressive/hostile
alcohol/drug misuse
anxious/fearful
bizarre behaviour
culturally deprived
dangerous to others
destructive to others' possessions
dishonest
eating difficulties
enuretic
hyperactive
manipulative
medical
mentally ill
perceptually handicapped
school related problems
self destructive
sexually acting out
sleeping difficulties
temper tantrums
truancy
uncontrollable
withdrawn

ELEMENT NAME: RESOURCE SEX SERVED

DESCRIPTION: An indicator denoting whether the facility in question accepts boys or girls or either.

UNITS: 1 character

CATEGORIES:

m - male
f - female
b - both (or either)

ELEMENT NAME: RESOURCE TELEPHONE NUMBER

DESCRIPTION: The phone number of the facility or foster home.

FORMAT AND UNITS: area code - exchange - number
999 999 9999
10 digits

ELEMENT NAME: RESOURCE TYPE

DESCRIPTION: The various types of residential facilities that provide care and treatment to children who have been brought into the protective care of the Children's Aid Society.

FORMAT AND UNITS: as required

CATEGORIES:

Foster family care
- regular
- specialized
- developmentally handicapped
- sibling foster
- summer relief

Treatment centre
- special treatment
- society operated

Receiving home

Group home
- society operated

Receiving home

Group home
- society operated
- purchased services

Boarding home

Assessment home

Emergency home

Institutionalized care
- society operated
- indirect cost

ELEMENT NAME: SERVICE PLAN - ADMINISTRATION

DESCRIPTION: A brief narrative of the administrative or management departments, including the number of staff, their responsibilities and reporting relationships. Indicate if any changes are to be made in the upcoming year and the reason for the changes.

UNITS: pages of text, as required

ELEMENT NAME: SERVICE PLAN CASH-FLOW ANALYSIS

DESCRIPTION: A narrative giving an analysis and commentary on the case-flow information, including how it relates to agency objectives. Case-flow data includes referral sources, child admissions, average length of stay, children in care by wardship status, days care by location (Part I, Section 6 of the Service Plan).

UNITS: pages of text, as required

ELEMENT NAME: SERVICE PLAN LONG RANGE PLANS

DESCRIPTION: A narrative addressing the internal and external conditions that require a planning time frame of more than one year and the agency's plans for dealing with these issues.

UNITS: pages of text, as required

EXAMPLE: building of a new CMHC
decline in the number of children in the area

ELEMENT NAME: SERVICE PLANS NON-RESIDENTIAL PROGRAMS

DESCRIPTION: A detailed description, on a program-by-program basis, showing past year's number of cases and actual costs and next year's number of cases and estimated costs of each non-residential service offered.

UNITS: 6 digits per entry

CATEGORIES:

Family services	Community services
number of children served	number of committees, workshops, groups
number of families served	cost of program
other service data	
cost of program	

ELEMENT NAME: SERVICE PLAN NON-RESIDENTIAL SERVICES PROVIDED

DESCRIPTION: An inventory of all non-residential services offered by the agency including a commentary about those services.

UNITS: pages of text, as required

CATEGORIES: family services
community services

ELEMENT NAME: SERVICE PLAN PRIORITY

DESCRIPTION: A list of the services and activities that would
(a) be reduced if the agency is spending over budget
(b) be enhanced if there were a surplus of funds.

Four priorities are listed for each condition and the associated savings or expenditure.

UNITS: pages of text, as required

ELEMENT NAME: SERVICE PLAN PROGRAMS - SUMMARY

DESCRIPTION: A summary of the number of cases and cost of both residential and non-residential services to be offered as calculated in the more detailed pages of the Service Plan.

UNITS: 4 digits per entry

CATEGORIES: Residential
- number of children on adoption probation
- number of children legally adopted
- number of children in care
- cost of residential programs

Non-residential
- number of children served
- number of cases served
- number of services
- cost of all non-residential programs

ELEMENT NAME: SERVICE PLAN RECOMMENDATIONS

DESCRIPTION: A list of specific recommendations regarding changes to service delivery based on the conclusions drawn from the past year's operation. An indication of the overall direction for the upcoming year should also be included.

UNITS: pages of text, as required

ELEMENT NAME: SERVICE PLAN RESIDENTIAL PROGRAMS

DESCRIPTION: A detailed description, on a program-by-program basis, of the past year's actual costs and the upcoming year's projected costs for each residential service offered.

FORMAT AND UNITS: $999,999 (per entry)
6 digits

CATEGORIES:

- Adoption Services
  - society initiated
  - other adoptions
- Foster Care
  - regular
  - special
  - other
- Institutional Care
  - society operated
  - direct cost
- Group Care
  - society operated
  - purchase of service

ELEMENT NAME: SERVICE PLAN RESIDENTIAL SERVICES - NEW

DESCRIPTION: A list of any new program objectives to be established during the upcoming year for residential, non-residential and administrative services.

UNITS: pages of text, as required

CATEGORIES:

- adoption
- foster care
- institutional care
- group care
- family services
- community services
- administration

ELEMENT NAME: SERVICE PLAN RESIDENTIAL SERVICES PROVIDED

DESCRIPTION: An inventory of all the residential services offered by the agency and a commentary on those services relating to the objectives of the agency.

UNITS: pages of text, as required

CATEGORIES:
adoption
foster care
institutional care
group care

ELEMENT NAME: SERVICE PLAN RESIDENTIAL SERVICES - UNFULFILLED

DESCRIPTION: A list of the service objectives that are to be carried over from the past year for residential, non-residential and administrative services.

UNITS: pages of text, as required

CATEGORIES:
adoption
foster care
institutional care
group care
family services
community services
administration

ELEMENT NAME: SERVICE PLAN SURPLUS/DEFICIT PLAN

DESCRIPTION: A narrative identifying what the agency plans to do with:
(a) any previous year's surplus or deficit
(b) any accumulated surplus funds
(c) designated funds

UNITS: pages of text, as required

CATEGORIES: Plans regarding previous year's surplus/deficit

- Residential
- Non-Residential
- Administration

Use of accumulated funds	Service/ Activity	Implications/ Cost
Residential	-	-
Non-Residential	-	-
Administration	-	-

Designated funds

Purpose of reserve	Balance at year end	Expected expenditures
-	-	-